

TO : Chief, Contact Branch  
FROM: Chief, Fiscal Section

16 May 1947

Transmitted herewith, for distribution to [ ] as necessary, are Transit Fare Accountability Record and Local Travel Voucher forms for use in connection with the performance of local travel through the medium of Government procured public utility tickets, tokens, or passes.

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The general procedure governing local travel [ ] was discussed in memorandum dated 29 April 1947 to you from the Executive for Personnel and Administration in which it was stated that supplementary instructions, together with suggested forms would be furnished by the undersigned.

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The Transit Fare Accountability Record should be maintained by the controlling administrative [ ] official designated in writing by you, this official being responsible for requisitioning and administratively controlling the supply of transportation units in addition to the maintenance of accountability records. The Record should (after balances have been forwarded to the Record to be maintained during the following period) be submitted at the end of each calendar month to the Fiscal Section, [ ] for audit, and should be supported by all local travel vouchers evidencing use during the same month of tickets, tokens, or passes procured by the Government. Each employee must sign for the number of units issued him on a particular date, the record form providing four (4) separate blocks in which units of varying denominations can be listed. In the event the employee turns in unused units, such fact must be entered in the return column applicable to the particular employee.

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The Local Travel Voucher should be completed by the employee using units issued him (by the controlling official) indicating on the voucher as complete an itinerary as security conditions will permit, and showing the units used on each date. The voucher should cover a weekly period and four blocks have been provided so that units of varying denominations may be listed. At the end of each weekly period, the employee should surrender any units remaining in his possession to the controlling official. The voucher form provides space for credit by the controlling official for units returned. It is to be noted that the local travel voucher submitted by each traveler must be completed by the controlling official to show the Transit Fare Accountability Record number which lists the number of units issued and returned during the weekly period.

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By:	[ ]

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Chief, Contact Branch

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Both of the attached forms were discussed with representatives of your [redacted] Services Division. It is understood that the forms were acceptable to your representatives and that a complete explanation as to their use was made. Additional supplies of the forms may be requested from this office or, if you so desire, the stencils will be furnished you for reproduction purposes.

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Sample copies of Standard Form 1012 vouchers, covering reimbursement claims by travelers, have been furnished [redacted] through [redacted] as a guide in the preparation of such accounts by [redacted] on behalf of your employees.

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It would be appreciated, beginning 1 June 1947, if you could furnish the undersigned monthly estimates, in advance, covering anticipated expenses in connection with [redacted] operations with respect to purchases of transit fares and reimbursable travel. These figures are necessary for accounting and prior obligation purposes.

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Should you have any questions with respect to the above, please advise.

[redacted]  
Chief, Fiscal Section

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Attachments

VLB:sk

cc: Saunders via [redacted]

[redacted]  
File ✓  
F.P.U.